

# Swim England Midland Regions

## Artistic Swimming Leadership Group Workforce Officer

**Job Title:** Swim England Midlands - Regional Artistic Swimming Leadership Group - Workforce Officer

**Reports to:** RASLG Workforce Lead

### Summary:

The Workforce Officer is responsible for supporting the development of workforce in the Region, working with the committee to engage with volunteers, officials, and coaches across the Region and identifying areas for Regional support. The post-holder will work with, and be supported by, the Workforce Lead.

### Essential Duties and Responsibilities:

- Input into the workforce strategy, working with the workforce lead to regularly monitor progress to meet the objectives.
- Identify and support opportunities for workforce growth and development for coaches and officials in the Region.
- Liaise with the committee and clubs to plan, organise, and run Judges and Scorers courses in the Region.
- Support the Competition and Pathway Leads in recruiting staff for programmes and activities, working with the Regional Staff to formally employ and carry out the employment checks as required.

### Qualifications and Experience:

#### Required:

- Strong organisational and problem-solving skills.
- Experience and understanding of Artistic Swimming.
- Excellent communication and interpersonal skills.
- Ability to work under pressure and meet deadlines.
- Confident in using WhatsApp and SharePoint to work collaboratively.

### Time Commitment:

- This role requires frequent checking of communication channels and monitoring the progress of projects.
- This role requires the post holder to attend quarterly meetings with the RASLG to discuss the ongoing activities. These are usually held online and arranged to suit the availability of all members where possible.
- The post-holder will work with the Workforce Lead to delegate planning tasks and responsibilities between the team.

## Why apply for this role?

- This role is a great opportunity for anyone that has a passion for Artistic swimming, and wants to use their skills to support the workforce for Regional activities, to support the RASLG and provide the best possible experience for members.
- You will get to work as part of the Regional Artistic Swimming Leadership Group, joining the committee and working with the WMR Employee/s to develop the landscape for our volunteers, officials, and coaches.
- You will gain skills and experiences in communication and workforce development.

## To Apply:

Please send a CV and Covering Letter by email to: [midlands@swimming.org](mailto:midlands@swimming.org).

- Please include your full name and SE number in the email or covering letter
- Please add 'RASLG Workforce Officer Application' to the subject line

If you have any questions about the role, please use the above email to contact us and we will be more than happy to discuss this with you.